



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

DELEGATED EXAMINING

Ann No: **PTO-06-166DE**
Issue Date: **05/26/06**
1st Cut-Off Date: **06/27/06**
2nd Cut-Off Date: **07/28/06**
Closing Date: **09/01/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Program Analyst
GS-0343-09/11/12/13
Full Performance Level GS-13
One or more positions may be filled
Salary Range: \$44,856 - \$100,554 per annum
Work Schedule: Full-time
Competitive Service
NTEU 243 bargaining unit position

VACANCY LOCATION

Patent and Trademark Office
Office of the Deputy Chief Information Officer
Budget and Finance Division

AREA OF CONSIDERATION

All U.S. Citizens; CTAP/ICTAP
Eligibles

This vacancy is also being announced as Vacancy Ann. No. PTO-06-165MP under Merit Promotion regulations. Please review that announcement to determine if you are eligible for consideration under Merit Promotion procedures. Note: Applicants must apply separately for each announcement to be considered under both vacancy announcements.

DUTIES:

This position is located in the Budget and Finance Division, Office of the Chief Information Officer (OCIO). The incumbent performs a wide variety of budgetary and administrative functions in implementing the United States and Trademark Office Information Technology budget program, including budget analysis, formulation, justification, presentation, and execution of the OCIO budgetary program, policies, and procedures. The incumbent serves as a trouble-shooter, providing authoritative advice and guidance on problems not susceptible to treatment by accepted methods; recommendations and decisions are characterized by breadth and importance. He/she formulates, justifies, presents, and executes the agency's budget for its information technology program. Prepares official quarterly and annual reports. The incumbent advises program officials of the necessity for and type of budgetary action to be implemented to meet agency needs for computer hardware, software, and trained personnel. Informs program managers and others within the organization of the status and availability of funds in different budget accounts. He/she monitors and reports on the rate of expenditures of funds. Notifies management officials of trends toward over-or-under obligation of funds. Recommends approval or disapproval request for allotments and other similar funding request. Evaluates budget proposals in terms of the organization's priorities and financial resources. The incumbent provides advice, technical assistance, and training in the preparation of annual budgets. Examines budget estimates or proposals for completeness; accuracy; and conformance with established procedures, regulations, and organizational objectives. He /she conducts cost-benefit analysis to review budget requests, assess program tradeoffs, and explore alternative funding methods. Examines past and current budgets and research economic and financial developments that affect the reorganization's spending. The incumbent consolidates individual organizational budgets into operating and capital budget summaries. Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified. Recommends program cuts or reallocation of excess funds when necessary. The incumbent provides guidance, advice and recommendations to staff on all budget submissions.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. GS-13: To qualify for the GS-13, applicants must have one year of specialized experience equivalent to the GS-12 level in the Federal service. Experience in performing a wide variety of budgetary and administrative functions including, budget analysis, formulation, justification, presentation, and execution of the organization budgetary program, policies, and procedures. GS-12: To qualify for the GS-12, applicants must have one year of specialized experience equivalent to the GS-11 level in the Federal service. Experience reviewing, analyzing, consolidating, and revising budget estimates, justification statements submitted by the organization. GS-11: To qualify for the GS-11, applicants must have one year of specialized experience equivalent to the GS-09 level in the Federal service. Experience and knowledge of the principles, practices, and processes of budgeting and financial management in order to participate in budget formulation and reporting activities and conduct analyses in support of these activities; OR Ph.D. or equivalent doctoral degree; OR 3 full years of progressively higher level graduate education leading to such a degree OR

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LL.M., if related; OR combination of specialized experience and education. GS-09: To qualify for the GS-09, applicants must have one year of specialized experience equivalent to the GS-07 level in the Federal service. Experience performing basic research and analysis of management/program functions and assist with a portion of the budget administration process such as comparing the appropriation, financial plan execution, and actual expenditures in order to identify budget variances; OR master's or equivalent graduate degree; OR 2 full years of progressively higher level graduate education leading to such a degree; OR LL.B or J.D.; OR combination of specialized experience and education. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes and of automated data processing software programs and capabilities used to accomplish budget/funding tasks.
2. Skill in gathering, assembling, and analyzing programmatic and financial information, such as that found in business and managerial reports.
3. Ability to formulate, justify, and execute assigned budget and relating entries in the budget to the mission, structure, goals, work processes, and programs of support activities/organizations.
4. Ability to make oral presentations on the budget, conduct budget-related training to a variety of audiences, and prepare written reports related to the obligation and expenditures of funds.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Not Applicable

HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
3. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
4. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

FOR SPECIFIC INFORMATION CALL: PATRICIA MENDOZA (571) 272-5372 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1a79
550 Elizabeth Lane
Alexandria, VA 22314

GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
12. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
13. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.

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- 14. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 15. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
- 16. Relocation expenses will not be covered.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

The announcement number, title and grade of the position for which you are applying.

Personal information

Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)

Social security number

Country of citizenship

Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.

Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.

Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)

Highest federal civilian grade held, including job series and dates held.

Education

High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.

Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

Job-Related Work Experience (Paid and Non paid)

Job title (include series and grade if Federal)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week,

Salary

Indicate if we may contact your current supervisor.

Other Qualifications

Job-related training courses (title and year)

Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)

Typing and/or stenography speed

Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.

Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

CTAP/ICTAP

CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

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